

Zoning and Administrative Hearings

MISSION STATEMENT

The mission of the Office of Zoning and Administrative Hearings is to provide a hearing process for land use and other administrative matters that protects the due process rights of the participants as well as the public interest.

BUDGET OVERVIEW

The total recommended FY07 Operating Budget for the Office of Zoning and Administrative Hearings is \$480,960, an increase of \$10,660 or 2.3 percent from the FY06 Approved Budget of \$470,300. Personnel Costs comprise 80.3 percent of the budget for three full-time positions and one part-time position for 3.8 workyears. Operating Expenses account for the remaining 19.7 percent of the FY07 budget.

HIGHLIGHTS

❖ Productivity Enhancement

-Purchased a scanner for use by administrative employees, to reduce attorney time used for administrative tasks.

-Created a computerized spreadsheet to track case status and improve record-keeping.

-Created a procedures manual describing the duties of the senior administrative position, which allowed the department to transition from an incumbent to a new employee with little disruption.

-Cross-trained administrative staff to minimize any disruption in service delivery.

PROGRAM CONTACTS

Contact Francoise Carrier of the Office of Zoning and Administrative Hearings at 240.777.6660 or Alexandra Shabelski of the Office of Management and Budget at 240.777.2785 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

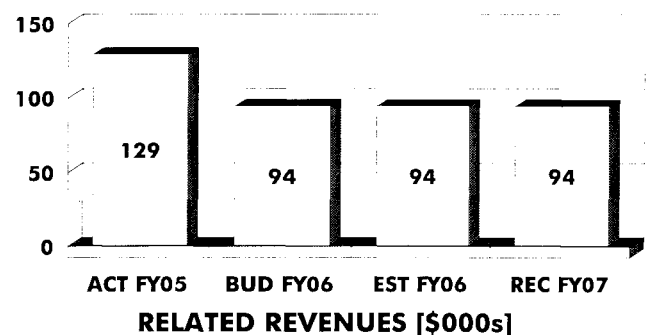
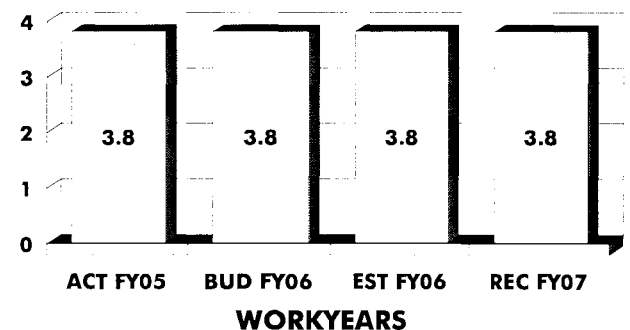
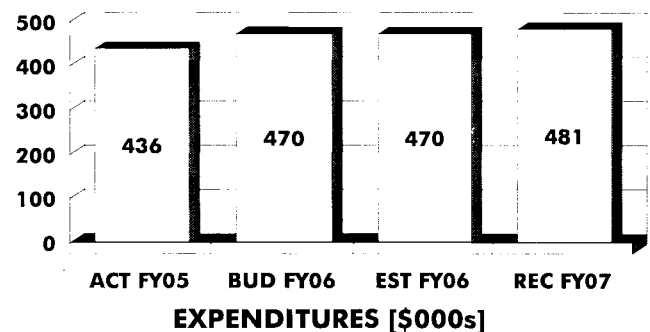
Zoning and Administrative Hearings

The Hearing Examiner receives applications for certain zoning matters decided by the County Council; schedules and conducts public hearings; prepares and issues reports and recommendations for County Council action; hears and decides certain special exception cases; schedules and conducts referral hearings from other departments; maintains administrative records for public inspection; collects fees; responds to public inquiries; and works with other County agencies in the

Program Summary

	Expenditures	WYs
Zoning and Administrative Hearings	480,960	3.8
Totals	480,960	3.8

Trends



preparation, revision, and review of procedural rules, fee schedules, and zoning text amendments. Administrative support involves preparing advertising and other forms of notice; providing court reporter services; printing and mailing; and general office services.

FY07 Recommended Changes

	Expenditures	WYs
FY06 Approved	470,300	3.8
FY07 CE Recommended	480,960	3.8

BUDGET SUMMARY

	Actual FY05	Budget FY06	Estimated FY06	Recommended FY07	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	255,936	304,970	304,970	339,800	11.4%
Employee Benefits	46,431	72,620	72,620	46,540	-35.9%
County General Fund Personnel Costs	302,367	377,590	377,590	386,340	2.3%
Operating Expenses	133,666	92,710	92,710	94,620	2.1%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	436,033	470,300	470,300	480,960	2.3%
PERSONNEL					
Full-Time	3	3	3	3	—
Part-Time	1	1	1	1	—
Workyears	3.8	3.8	3.8	3.8	—
REVENUES					
Zoning and Administrative Hearing Fees	128,546	93,750	93,750	93,750	—
County General Fund Revenues	128,546	93,750	93,750	93,750	—

FY07 RECOMMENDED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY06 ORIGINAL APPROPRIATION	470,300	3.8
Other Adjustments (with no service impacts)		
Increase Cost: FY07 Compensation	15,810	0.0
Increase Cost: 3604 Advertising Legal Compliance	2,000	0.0
Increase Cost: Records Management	70	0.0
Decrease Cost: Group Insurance Adjustment	-10	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY06	-160	0.0
Decrease Cost: Retirement Adjustment	-340	0.0
Decrease Cost: Annualization of FY06 Personnel Costs	-6,710	0.0
FY07 RECOMMENDED:	480,960	3.8

FUTURE FISCAL IMPACTS

Title	CE REC. FY07	FY08	FY09	(\$000's) FY10	FY11	FY12
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY07 Recommended	481	481	481	481	481	481
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	4	4	4	4	4
These figures represent the annualization of FY07 increments, general wage adjustments, and associated benefits.						
Subtotal Expenditures	481	485	485	485	485	485